

CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION

Job Title: Accounting Technician

Date: 1995

Purpose of Job

The purpose of this job is to provide accounting and clerical support to an assigned department. Duties include, but are not limited to: reconciling ledger accounts; auditing and preparing invoices and vouchers for log books or microfilm storage; providing data entry services; typing correspondences; answering the telephone; and filing.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administrative Duties:

- Maintains daily logs for invoices, vouchers and requisitions then prepares documents for data entry into the computer system for on line access.
- Verifies and reconciles various account information and posts in general ledger accounts then files or prepares documents for storage on microfilm.
- Compiles and verifies information within set deadlines as needed to prepare periodic financial and activity reports; i.e. monthly expense reports, project findings and fixed asset reports. Types routine forms, applications and reports within set deadlines.
- Receives reports to assist in the research necessary to solve accounting system or data file errors.
- Files reports, vouchers, purchase orders, etc. and/or prepares documents for permanent storage on microfilm or in bound books.
- Updates employee, client, vendor or contract files using data entry of information into various computer programs.
- Types notices, routine forms, and reports; distributes as needed via mail, FAX or hand delivery. Answers telephone, makes photocopies; performs other duties as directed.

- Plans and organizes daily work routine.
- Implements work activities in accordance with priorities.

- Completes and prepares various documents and forms such as monthly reports, time sheets, insurance reports, attendance and time sheets, and other correspondence.
- Prepares balance sheet, statements, receiving reports, requisitions, invoices, purchase orders, and requests for information.

Communication:

- Communicates in a timely and professional manner with employees, department managers, vendors, clients and the general public.
- Interacts and cooperates with internal and external auditors and other Finance Department staff to assist with preparation of financial statements and annual audits.

Fiscal Responsibilities:

- Computes figures for documents.
- Compares data for accuracy; checks to verify all forms, reports, and files submitted are accurate.
- Prepares and maintains payroll or invoices on a daily basis to record data.
- Prepares financial statements and reports to reflect data; resolves statements of accounts.

Employee Development:

- Reviews personal Performance Appraisal with supervisor sets goals and objectives to enhance knowledge and skills through reading regulation reports, attending classes or workshops.
- Occasionally trains new employees or student interns how to manage the various duties of the position.

Equipment Use and Maintenance:

- Utilizes computer and related software to complete various reports, letters, and other documents and to enter data.
- Utilizes calculator and adding machine to compute figures.
- Utilizes copier and fax machine to copy and transmit data.
- Uses typewriter to type labels and forms.
- Uses various secretarial and computer supplies as needed to assist in the delivery of duties.

Quality Assurance:

- Ensures that all requests and inquiries are handled efficiently, timely and with accurate information.
- Examines reports, applications, vouchers, purchase orders, invoices and requisitions for errors and verifies account information for funds, billing and monthly expenses, and enters correct adjustments.

Productivity and Accountability:

- Compiles information to assist department with producing timely reports according to deadlines.
- Reconciles and posts accurate information to all accounts on time.

Record Keeping and Documentation:

- Calculates monthly expenses and posts additions and changes to ledger accounts.
- Prepares and updates daily activity log, and bureau reports that pertain to the management accounting information system.

Marginal Job Functions

- Performs other related duties as required.

Knowledge of Job

Has general knowledge of accounting and administrative practices, policies and procedures as necessary in the completion of daily responsibilities. Has general knowledge of applicable policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Able to keep abreast of any changes in policy, methods, operations, equipment needs as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, employees and members of the general public. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Have good organizational, human relations and technical skills. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of terminology, principles and methods utilized within clerical accounting. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand, and interpret financial reports and related materials.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or GED required; two years of clerical accounting or budget experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job-related machines and/or Office Equipment. Must be able to move or carry job-related objects or materials. Physical demand requirements are at levels of those for sedentary or office environment work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

NUMERICAL APTITUDE: May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.